

MEMORANDUM

Administrative Services

Town Clerk

Risk Management

Personnel

TO: Robert Rawls, Interim Town Administrator

FROM: Barbara McDaniel, CMC/AAE, Assistant Town Clerk

THROUGH: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: March 29, 1999

SUBJECT: Furniture for Administrative Services

The attached resolution is to replace furniture in the Administrative Services Department that is approximately 20 years old and no longer adequately accommodates current office equipment and office configuration. This office generates an enormous amount of work produced via computer due to the nature of work in the Personnel Division and Town Clerk's Office. The furniture would modularize and modernize the department and the new styles of furniture are designed to prevent/reduce common office ailments such as neck and back injuries and carpal tunnel syndrome. Funding for said system furniture has been budgeted for this fiscal year in the Capital Outlay accounts.

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE
BID FOR OFFICE FURNITURE, STATE OF FLORIDA #425-001-97-1 .

WHEREAS, the Town is in need of office furniture for the Administrative Services
Department; and

WHEREAS, the State of Florida has solicited sealed bids for such equipment; and

WHEREAS, after review, the Town Council wishes to accept the bids awarded by the
State of Florida to Knoll C/O Designer Services Bureau.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
DAVIE, FLORIDA:

SECTION 1. The award made by the State of Florida to Knoll C/O Designer Services
Bureau in an amount not to exceed \$37,000.00, is hereby accepted by the Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the Capital
Outlay account.

SECTION 3. This resolution shall take effect immediately upon its passage and
adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

| <u>ACCOUNT NUMBER.</u> | <u>BUDGET ITEM & DESCRIPTION</u> | <u>APPROXIMATE COST</u> |
|------------------------|--------------------------------------|-------------------------|
| 030-0399-513-6950 | Furniture | \$30,000.00 |
| 001-0320-513-6400 | Furniture/Installation | \$7,000.00 |

METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding
☒ Piggyback on Contract Number 425-001-97-1, State of Florida
☐ Piggyback on Contract Number _____
☐ Sole Source

CHECKLIST, SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved _____

Date _____ Signed _____

Signed _____
Town Administrator

| <u>VENDOR</u> | <u>BIDS SUBMITTED</u> | <u>COST</u> |
|------------------------------------|-----------------------|-------------|
| Knoll C/O Designer Services Bureau | | \$37,000 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Signed _____
Purchasing Specialist

TOWN ADMINISTRATOR'S RECOMMENDATION

| <u>Vendor</u> | <u>Cost</u> |
|------------------------------------|-------------|
| Knoll C/O Designer Services Bureau | \$37,000 |

Signed _____
Town Administrator

DESIGNERS SERVICE BUREAU
6000 PARK OF COMMERCE BLVD
SUITE A
BOCA RATONS, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

Quotation



Job: MISSY/DAVIE/4N1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/26/99

Page 1
4N1NEW

| Item | Qty | Catalog No | Description | Sell Price | Extended |
|----------|-----|------------|--|------------|------------|
| 9+1EQUIT | | | | | |
| 1 | 4 | 7H4-1-B5G | *Bulldog Oper w/Adj Arms, Basic 2, Back Adj, Dk Grey H - *CAS: 2" Dual Hooded Hard-Wh -- *UPH: Standard (TBAA) - TEX: TBA (A) | \$377.47 | \$1,509.88 |
| 2 | 9 | ECOP30 | Overhead Cabinet, 30W, Painted ? - | \$118.94 | \$1,070.46 |
| 3 | 9 | ECOP36 | *Overhead Cabinet, 36W, Painted ? - | \$118.94 | \$1,070.46 |
| 4 | 2 | EE1B1-8 | *Base Infeed Module 8-Wire 54W E-10 Version | \$42.57 | \$85.14 |
| 5 | 1 | EE1C132-8 | *Conduit Jumper, 8-Wire 128-1/2L, E-10 Version | \$41.63 | \$41.63 |
| 6 | 1 | EE1C30-8 | *Conduit Jumper, 8-Wire 26-1/2L, E-10 Version | \$20.97 | \$20.97 |
| 7 | 5 | EE1C33-8 | *Conduit Jumper, 8-Wire 29-1/2L, E-10 Version | \$21.60 | \$108.00 |
| 8 | 3 | EE1C36-8 | *Conduit Jumper, 8-Wire 32-1/2L, E-10 Version | \$21.91 | \$65.73 |
| 9 | 9 | EE1R1 | *Duplex Receptacle Circuit #1, E-10 Version | \$7.20 | \$64.80 |
| 10 | 9 | EE1R4D | *Duplex Receptacle Circuit #4, Dedicated, E-10 | \$7.20 | \$64.80 |
| 11 | 12 | EE1TB-8 | *Terminal Block, E-10 Version 8-Wire | \$9.70 | \$116.40 |
| 12 | 1 | EP1FA1265R | Panel, Ultra Acoustical 12Wx65H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$110.49 | \$110.49 |
| 13 | 1 | EP1FA1865R | Panel, Ultra Acoustical 18Wx65H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$126.45 | \$126.45 |
| 14 | 2 | EP1FA2440R | *Panel, Ultra Acoustical 24Wx40H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$120.19 | \$240.38 |
| 15 | 3 | EP1FA2465R | *Panel, Ultra Acoustical 24Wx65H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$142.42 | \$427.26 |
| 16 | 5 | EP1FA3040R | *Panel, Ultra Acoustical 30Wx40H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$130.21 | \$651.05 |
| 17 | 9 | EP1FA3065R | *Panel, Ultra Acoustical 30Wx65H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$159.00 | \$1,431.00 |
| 18 | 8 | EP1FA3640R | *Panel, Ultra Acoustical 36Wx40H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$139.91 | \$1,119.28 |
| 19 | 12 | EP1FA3665R | *Panel, Ultra Acoustical 36Wx65H, Raceway (TBA15) - FABRIC: TBA (Gr15) ? - | \$174.65 | \$2,095.80 |
| 20 | 18 | ETL30 | Task Light, 30W, w/Lamp Standard Intensity ? - | \$51.33 | \$923.94 |
| 21 | 5 | FPA24 | *Pedestal, 6/6/12 15Wx24Dx27-1/3H ? - | \$186.86 | \$934.30 |
| 22 | 9 | FPB24 | *Pedestal, 12/12 15Wx24Dx27-1/3H | \$186.86 | \$1,681.74 |

(continued)

DESIGNERS SERVICE BUREAU
6000 PARK OF COMMERCE BLVD
SUITE A
BOCA RATON, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

Quotation



Job: MISSY/DAVIE\4N1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/26/99

Page 2
4N1NEW

| Item | Qty | Catalog No | Description | Sell Price | Extended |
|------|-----|------------|---|------------|------------|
| | | | ? - | | |
| 23 | 1 | FSD6024A2 | Single Pedestal Desk 60Wx24D, 6/6/12 | \$431.94 | \$431.94 |
| | | | ? - | | |
| | | | ? - | | |
| | | | ? - | | |
| 24 | 2 | NSO90 | *Raceway Shroud, 90 Deg Outside | \$3.13 | \$6.26 |
| | | | ? - | | |
| 25 | 3 | NSS | *Raceway Shroud, 180 Straight | \$2.82 | \$8.46 |
| | | | ? - | | |
| 26 | 1 | OCS | *Post Cap, 2-Way Straight | \$4.07 | \$4.07 |
| | | | ? - | | |
| 27 | 5 | OPC40RE | *End Connector 40H, Raceway | \$18.15 | \$90.75 |
| | | | ? - | | |
| 28 | 5 | OPC40RS | *Straight Connector 40H, Raceway | \$18.15 | \$90.75 |
| | | | ? - | | |
| 29 | 1 | OPC40RT | *3-Way Connector "T" 40H, Raceway | \$18.15 | \$18.15 |
| | | | ? - | | |
| 30 | 2 | OPC65RC | *Corner Connector 90 Deg 65H, Raceway | \$19.72 | \$39.44 |
| | | | ? - | | |
| 31 | 10 | OPC65RE | *End Connector 65H, Raceway | \$19.72 | \$197.20 |
| | | | ? - | | |
| 32 | 9 | OPC65RS | *Straight Connector 65H, Raceway | \$19.72 | \$177.48 |
| | | | ? - | | |
| 33 | 3 | OPC65RT | *3-Way Connector "T" 65H, Raceway | \$19.72 | \$59.16 |
| | | | ? - | | |
| 34 | 1 | OPC65RX | *4-Way Connector "X" 65H, Raceway | \$19.72 | \$19.72 |
| | | | ? - | | |
| 35 | 6 | OPDC9R | *Post, Dual Height 40/65H, Raceway | \$30.99 | \$185.94 |
| | | | ? - | | |
| 36 | 10 | PCMF | *Post Cap, Multi-Hgt Filler | \$3.76 | \$37.60 |
| | | | ? - | | |
| 37 | 5 | PCPF | *Post Cap, Post End Filler | \$3.44 | \$17.20 |
| | | | ? - | | |
| 38 | 14 | W3024AG2 | *Worksurface, Rectangular 30Wx24D, 2mm, Grommet | \$84.20 | \$1,178.80 |
| | | | ? - | | |
| | | | ? - | | |
| | | | ? - | | |
| 39 | 9 | W36C24CG2 | Worksurface, 90, Curved Front 36Wx24D, 2mm, Grommet | \$126.14 | \$1,135.26 |
| | | | ? - | | |
| | | | ? - | | |
| | | | ? - | | |
| 40 | 2 | WHR4830NK2 | Curvilinear Worksurface, 48W 1/2 Round, 2mm, Splice Plate | \$137.41 | \$274.82 |
| | | | ? - | | |
| | | | ? - | | |
| | | | ? - | | |
| 41 | 9 | AMDE | *Monument Duplex Outlet | \$27.23 | \$245.07 |
| | | | ? - | | |

(continued)

DESIGNERS SERVICE BUREAU
6000 PARK OF COMMERCE BLVD
SUITE A
BOCA RATON, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

Quotation



Job: MISSY/DAVIE/MN1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/26/99

Page 3
4NINEW

| Item | Qty | Catalog No | Description | Sell Price | Extended |
|-------------------------|-----|------------|---|------------|-------------|
| 42 | 9 | OA-K-4B2 | Adjustable Keyboard Support w/Mouse Pad ? - ? - | \$125.20 | \$1,126.80 |
| 43 | 4 | ED1MPA24 | *Pedestal, Mobile w/Lock 15Wx23D, 6/6/12 ? - | \$262.61 | \$1,050.44 |
| 44 | 9 | AMDC6 | *Monument Communications Port 2-RJ11's ? - | \$23.79 | \$214.11 |
| 45 | 9 | AMDC8 | *Monument Communications Port 2-RJ45's ? - | \$25.67 | \$231.03 |
| 46 | 1 | W224AG2 | *Worksurface, Rectangular 24Wx24D, 2mm, Grommet ? - ? - ? - | \$71.99 | \$71.99 |
| 47 | 1 | W324AG2 | *Worksurface, Rectangular 36Wx24D, 2mm, Grommet ? - ? - ? - | \$84.20 | \$84.20 |
| 9+1EQUIT Subtotal Sell: | | | | | \$20,956.60 |
| PRI-1 | | | | | |
| 48 | 1 | 7PI-1-B5G | *Bulldog Mgmt w/Arms, Basic 2, Hi Perf.Arms,Back Adj,DkGrey ? - ? - | \$412.03 | \$412.03 |
| 49 | 4 | 7AU8-1-SL | Bulldog Side w/Arms, Painted, Uph Back, Dk Grey (TBAA) - TEX: TBA (A) | \$226.94 | \$907.76 |
| 50 | 1 | RB42MF | Modesty Panel, 42Wx27H Flush, Cantilevered ? - | \$81.59 | \$81.59 |
| 51 | 1 | RCB | 4" Diameter Base ? - | \$64.60 | \$64.60 |
| 52 | 1 | RE23F | End Panel, 23Wx27H Flush/Cant Worksurface ? - | \$54.95 | \$54.95 |
| 53 | 1 | RE29F | End Panel, 29Wx27H Flush/Cant Worksurface ? - | \$58.28 | \$58.28 |
| 54 | 1 | RMPA8430 | Worksurface P-Top 84Wx30Dx1-1/4H ? - ? - | \$388.61 | \$388.61 |
| 55 | 1 | RP212J | Pedestal (BBF) 16Wx23Dx26-1/2H ? - ? - ? - | \$236.43 | \$236.43 |
| 56 | 1 | RP212K | Pedestal (FF) 16Wx23Dx26-1/2H ? - ? - ? - | \$226.11 | \$226.11 |
| 57 | 1 | RP212LL | Pedestal with Hinged Door (L) 16Wx23Dx27H ? - ? - ? - | \$225.11 | \$225.11 |

(continued)

DESIGNERS SERVICE BUREAU
6008 PARK OF COMMERCE BLVD
SUITE A
BOCA RATONS, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

Quotation



Job: MISSY/DAVIE4N1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/26/99

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4NINEW

| Item | Qty | Catalog No | Description | Sell Price | Extended |
|----------------------|-----|-------------|---|------------|------------|
| 58 | 3 | RPAB16 | Pedestal Back 16Wx26-1/2H ? - | \$26.31 | \$78.93 |
| 59 | 1 | RSA422 | Worksurface, Rectangular 42Wx24Dx1-1/4H ? - ? - | \$97.90 | \$97.90 |
| 60 | 1 | RSA842 | Worksurface, Rectangular 84Wx24Dx1-1/4H ? - ? - | \$140.86 | \$140.86 |
| 61 | 1 | TBC361672M | *Bookcase 5 High 36W,16D ? - | \$354.60 | \$354.60 |
| 62 | 1 | OA-K-4B2 | Adjustable Keyboard Support w/Mouse Pad ? - ? - | \$125.20 | \$125.20 |
| PRI-1 Subtotal Sell: | | | | | \$3,452.96 |
| PRI-2 | | | | | |
| 63 | 1 | 7P1-1-B5G | *Bulldog Mgmt w/Arms, Basic 2, Hi Perf.Arms,Back Adj,DkGrey H - *CAS: 2" Dual Hooded Hard-Wh -- *UPH: Standard (TBAA) - TEX: TBA (A) | \$412.03 | \$412.03 |
| 64 | 1 | 7AU8-1-SL | Bulldog Side w/Arms, Painted, Uph Back, Dk Grey (TBAA) - TEX: TBA (A) | \$226.94 | \$226.94 |
| 65 | 1 | RO1-N48 | Reuter Overhead, One Door 48Wx14-1/4Dx14-3/4H ? - ? - L - OPT: with Lock -- Specify Lock Quantity (RLCB) | \$244.51 | \$244.51 |
| 66 | 1 | RO1-WMF4 | Wall Mount Frames for 48W or 72W Overheads | \$21.00 | \$21.00 |
| 67 | 1 | TBR4824M | Bridge, Desk-Height 48W,24D ? - (GROM) - *OPT: w/Grommets | \$224.19 | \$224.19 |
| 68 | 1 | TSP6630-30M | Desk, Single-Pedestal 66W,30D Recessed Front, BBF-END ? - | \$501.56 | \$501.56 |
| 69 | 1 | TUC7224-50M | Credenza, U-config 72W,24D LF-END ? - | \$643.80 | \$643.80 |
| 70 | 1 | OA-K-4B2 | Adjustable Keyboard Support w/Mouse Pad ? - ? - | \$125.20 | \$125.20 |
| PRI-2 Subtotal Sell: | | | | | \$2,392.23 |
| PRI-3 | | | | | |
| 71 | 1 | 7P1-1-B5G | *Bulldog Mgmt w/Arms, Basic 2, Hi Perf.Arms,Back Adj,DkGrey H - *CAS: 2" Dual Hooded Hard-Wh -- *UPH: Standard (TBAA) - TEX: TBA (A) | \$412.03 | \$412.03 |
| 72 | 1 | RO1-N36 | Reuter Overhead, One Door 36Wx14-1/4Dx14-3/4H ? - ? - L - OPT: with Lock | \$189.28 | \$189.28 |

(continued)

DESIGNERS SERVICE BUREAU
6000 PARK OF COMMERCE BLVD
SUITE A
BOCA RATON, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

Quotation

Barbara
dsb

Job: MISSY/DAVIE4N1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/30/99

Page 5
4NINEW

| Item | Qty | Catalog No | Description | Sell Price | Extended |
|---------------------------------|-----|-------------|---|-----------------------------|--------------------|
| -- Specify Lock Quantity (RLCB) | | | | | |
| 73 | 1 | RO1-WMF2 | Wall Mount Frames for 24W or 30W Overheads | \$17.77 | \$17.77 |
| 74 | 1 | TBR4224M | *Bridge, Desk-Height 42W,24D ?- (GROM) - *OPT: w/Grommets | \$202.12 | \$202.12 |
| 75 | 1 | TSP7230-03M | Desk, Single-Pedestal 72W,30D Recessed Front, END-BBF ?- | \$537.02 | \$537.02 |
| 76 | 1 | TUC7224-05M | Credenza, U-config 72W,24D END-LF ?- | \$643.80 | \$643.80 |
| 77 | 1 | OA-K-4B2 | Adjustable Keyboard Support w/Mouse Pad ?- ?- | \$125.20 | \$125.20 |
| | | | | PRI-3 Subtotal Sell: | \$2,127.22 |
| RECEP | | | | | |
| 78 | 1 | FB4224-2 | *Bridge Unit 42Wx24D ?- ?- ?- | \$143.35 | \$143.35 |
| 79 | 1 | FSD6024B2 | Single Pedestal Desk 60Wx24D, 12/12 ?- ?- ?- | \$431.94 | \$431.94 |
| 80 | 2 | FSD6030A2 | Single Pedestal Desk 60Wx30D, 6/6/12 ?- ?- ?- | \$456.98 | \$913.96 |
| 81 | 1 | OA-K-4B2 | Adjustable Keyboard Support w/Mouse Pad ?- ?- | \$125.20 | \$125.20 |
| | | | | RECEP Subtotal Sell: | \$1,614.45 |
| | | | | Total: | \$30,550.46 |

DESIGNERS SERVICE BUREAU
6000 PARK OF COMMERCE BLVD
SUITE A
BOCA RATON, FL 33487
Phone: 561-997-8100
Fax: 561-997-0672

List Prices

dsb

Sat. RATS

Prepared For:
DAVIE POLICE DEPARTMENT

Job: MISSY/DAVIE4N1
PO Number:
Notes:

By: JOSE BERMUDEZ
Date: 3/23/99

Page 1
4N1INS

PLEASE MAKE PO
OUT TO DESIGNERS SERVICE BUREAU.

| Item | Qty | Catalog No | Description | List Price | Extended |
|-----------|-----|--------------|---------------------------|----------------|------------|
| Undefined | | | | | |
| 1 | 1 | INSTALLATION | DELIVERY AND INSTALLATION | \$5,329.21 | \$5,329.21 |
| | | | | Subtotal List: | \$5,329.21 |
| | | | | Total List: | \$5,329.21 |